

SIGN FACE REPLACEMENT PERMIT/APPLICATION

CITY OF RICHMOND HILL
Planning, Zoning and Building Department
P.O. Box 250 Richmond Hill, Ga. 31324
Zoning Administrator (912) 756-3735

FEE \$ _____

BUSINESS NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ Email: _____

BUSINESS OWNER: _____ PHONE: _____

PROPERTY OWNERS NAME (IF DIFFERENT THAN APPLICANT): _____

ADDRESS: _____ PHONE: _____

INSTALLER: _____ LICENSE # _____

Approval, approval with conditions, or denial of the application for change-outs of the face of existing building signs, the face of freestanding signs and tenant signs on a freestanding sign structure shall be determined by the zoning administrator as long as no new sign structure is being proposed. If the sign comes down completely, meaning the sign structure, then it will have to go through the full review process as a new sign

TYPE OF SIGN(S): ☐ FREESTANDING SIGN ☐ BUILDING SIGN ☐ OTHER _____

☐ ILLUMINATED ☐ NON-ILLUMINATED

Size of Sign(s) _____ Sq. Ft.

Building Sq. Ft. _____ Tenant Space Sq. Ft. _____ Tenant Frontage Linear Ft. _____

Full color drawings of proposed sign face along with a picture of the current sign face and structure required. _____ Initial

This permit must be renewed if work or construction authorized is not commenced within six (6) months or if construction is suspended or abandoned for a period of one (1) year at any time after work is commenced. _____ Initial

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

COMMENTS: _____